

CITY OF MANCHESTER

HUMAN RESOURCES DEPARTMENT

ONE CITY HALL PLAZA

MANCHESTER, NH 03101

TEL: 603-624-6543 (VOICE/TTY)

FAX: 603-628-6065

WEB SITE: www.ManchesterNH.gov



CUSTOMER SERVICE REPRESENTATIVE III (PART-TIME)

(Announcement No. R-007-07)

Grade 13

Starting Pay: \$13.58 per hour– plus pro-rated benefits

20 hours per week - Monday through Friday (Hours 1:15 pm to 5:15 pm)

THE JOB:

Provides information to customers and processes permits, titles and related documents. Receives cash for designated items, makes appropriate change and reconciles cash drawers. Performs related duties.

MINIMUM

QUALIFICATIONS:

High School graduate or GED, and 4-6 years experience in general office operation; or an equivalent combination of training and experience.

NOTE: Offer of hire conditional on candidate's ability to complete essential job functions, with or without accommodations, as determined by medical exam.

APPLICATION

PROCEDURES:

Although submission of a resume is optional, candidates must complete a City of Manchester Employment Application, available at above address.

OPENING DATE:

Weds., Jan. 17, 2007

CLOSING DATE: Weds., Jan. 31, 2007

OFFICE HOURS:

Office Hours: Monday through Friday, 8:00 AM to 5:00 PM

The City of Manchester is an Equal Employment Opportunity Employer

*****PLEASE POST*****